

ADMINISTRATIVE INTERNAL USE ONLY

Executive Registry

75-5154/1


Approved For Release 2005/03/07 : CIA-RDP80M00165A003100020032-4

13 MAR 1975

MEMORANDUM FOR: Deputy Executive Secretary
SUBJECT : Receipting for FOIA Requests

I concur in your recommendation that IRS sign return receipts which accompany some registered and certified mail involving FOIA matters.

STAT


Chief, Information Review Staff

Approved For Release 2005/03/07 : CIA-RDP80M00165A003100020032-4

ADMINISTRATIVE INTERNAL USE ONLY

Administrative - Internal Use Only

Executive Registry

Approved For Release 2005/03/07 : CIA-RDP80M00165A000100020032-4

75-5154

12 March 1975

MEMORANDUM FOR: Deputy Director for Administration
VIA: Chief, Information Review Staff
SUBJECT: Receipting for FOI Requests

1. Many requests for release of information under the Freedom of Information Act, as amended, addressed to the Director arrive by registered or certified mail accompanied by a return receipt. These return receipts are not filled out by the mail room but forwarded with the correspondence to Executive Registry. They could be receipted and returned by the Executive Registry. If this were done, an actual signature--rather than a pseudonym which could lead to embarrassment if not possible legal action--should be used. However, in view of the rigorous time element in replying to FOI requests, it appears advisable to have these return receipts signed and dated in the Office of the Chief, Information Review Staff, who responds to FOI requests. By so doing, the date on the return receipt would be consistent with the commencement of the countdown for answering the request.

2. We would appreciate confirmation from your office that you are agreeable to having these receipts forwarded together with correspondence to the Chief, Information Review Staff, for signature.


Deputy Executive Secretary

STAT

1975 13 1 11 11 12

EB

Approved For Release 2005/03/07 : CIA-RDP80M00165A000100020032-4

Administrative - Internal Use Only

STAT

Approved For Release 2005/03/07 : CIA-RDP80M00165A003100020032-4

Approved For Release 2005/03/07 : CIA-RDP80M00165A003100020032-4